

**TOWN OF ENFIELD, CONNECTICUT
REQUEST FOR PROPOSALS**

Sale of Seized Vehicles

April 25, 2014

Sealed proposals for the sale named above will be received at the office of the Director of Finance until 11:00 am, Friday, May 9, 2014. Thereafter, proposals will be opened in public and read aloud.

Specifications and proposal documents may be obtained from the Enfield Police Department at telephone number (860) 763-8930 or the Town's website, www.enfield-ct.gov.

The Town of Enfield reserves the right to accept or reject any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

A. Lynn Nenni, Director of Finance
EOE/AA

**TOWN OF ENFIELD, CONNECTICUT
STANDARD INSTRUCTIONS**

Sale of Seized Vehicles

April 25, 2014

1. INTRODUCTION

The Town of Enfield is soliciting proposals for the above named sale. If there are any conflicts between the instructions in these Standard Instructions and any other proposal document(s), these Standard Instructions shall prevail.

2. KEY EVENT DATES

Advertisement of Request for Proposals	April 25, 2014
Public Proposal Opening	11:00 a.m., Friday, May 9, 2014
Proposal Awarded (Not Definite)	May 16, 2014

3. OBTAINING PROPOSAL DOCUMENTS

Specifications and proposal documents may be obtained from the Enfield Police Department at telephone number (860) 763-8930 or from the Town's website, www.enfield-ct.gov.

4. PROPOSAL SUBMISSION INSTRUCTIONS

- A. One (1) original and two (2) copies of all proposals must be submitted in a sealed envelope clearly marked "Sale of Seized Vehicles". If forwarded by mail or courier, the sealed envelope must be addressed to "Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, Connecticut 06082". Proposals must be at the office of the Director of Finance by the time of the Public Proposal Opening date noticed in Section 2 titled Key Event Dates. Postmarks are NOT an acceptable waiver of this policy. Corrections and/or modifications received after the first proposal is publicly opened will NOT be accepted.
- B. Ditto marks or words such as "SAME" on the Proposal Form are NOT considered writing and must not be used.
- C. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialed by the person signing the proposal.
- D. Proposals are considered valid for ninety (90) days after proposal(s) are opened. Proposers may not withdraw, cancel or modify their proposal for a period of ninety (90) days after proposal(s) are opened.

- E. Proposals must be signed by an authorized person representing the legal entity of the firm submitting the proposal.
- F. The inability to meet any specified requirements(s) must be stated in writing and attached to the proposal form, or written on the proposal form.

5. COST OF PROPOSAL DOCUMENTS

If any part of the proposal documents, including the specifications and plans, are provided on paper 18" X 24" or larger, there is a one hundred (\$100) dollar conditional refundable deposit required for each set of documents. Each proposer may obtain no more than two (2) sets of documents. Upon returning the documents in good condition prior to ten (10) calendar days after the proposal is awarded, the deposit will be fully refunded. There will be no refund for documents returned subsequent to ten (10) calendar days after the proposal is awarded.

6. PRESUMPTION OF PROPOSER BEING FULLY INFORMED

At the time the first proposal is opened, each proposer is presumed to have read and be thoroughly familiar with all proposal and contract documents for this project, and has performed an on-site inspection of the vehicles. Failure or omission of the proposer to receive or examine any information shall in no way relieve any proposer from obligations with respect to their proposal.

7. VEHICLE INSPECTION

The vehicles will be available for inspection at the Enfield Police Department by appointment only, on Friday, April 25, 2014 through Thursday, May 8, 2014, between the hours of 8:00 a.m. and 3:00 p.m. Questions about the vehicles or requests to schedule an appointment to view the vehicles should be directed to Lt. Willie Pedemonti at (860) 763-8930.

8. INTERPRETATION OF DOCUMENTS

The proposal and contract documents are to be interpreted as meaning those acceptable to the Town of Enfield. Any substantive changes or interpretations will be issued by the Town in writing as an addendum.

9. TAX EXEMPTIONS

The Town of Enfield is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. The payment of any taxes arising as a result of the sale of the vehicle(s) shall be the sole responsibility of the purchaser.

10. INSURANCE AND REGISTRATION

Successful proposer(s) who intend to drive the vehicle(s) from the Enfield Police Department, 293 Elm Street, must first provide to the Town of Enfield proof of registration and proof of automobile insurance coverage for the vehicle(s). Proof of insurance coverage may be in the form of a Certificate of Insurance or a Connecticut No Fault Identification Card. All proofs of insurance must reference the year, make, model and vehicle identification number of the vehicle(s) to be purchased and must be presented to the Director of Finance at the time full payment is made on the vehicle(s).

11. PROPOSAL SURETY

Each proposal shall be accompanied by a certified check, bank check or cashier's check in the

amount of ten percent (10%) of the total proposal amount, refundable to unsuccessful proposers. The successful proposer's surety will be applied to the purchase price.

12. AWARDING THE PROPOSAL

The Town of Enfield reserves the right to accept or reject, any, all, or any part of proposals, to waive formalities or informalities, and to make an award that is deemed to be in the best interests of the Town.

It is the Town's policy to not award to those who owe Town of Enfield prior year(s) property taxes.

The "Proposal Awarded" date in section 2. titled Key Event Dates is the date the proposal is anticipated to be awarded. It is not a date certain.

13. PAYMENT

The awarded proposer(s) shall have ten (10) days after such notice to provide full payment by bank, cashier's, or certified check to the Director of Finance, Town of Enfield, 820 Enfield Street, Enfield, CT 06082. After receipt of payment, the vehicle(s) shall be released.

Revised June 2012

END OF STANDARD INSTRUCTIONS

**TOWN OF ENFIELD, CONNECTICUT
PROPOSAL FORM**

Sale of Seized Vehicles

[PROPOSAL FORM REQUIRED RESPONSES]

Under penalty of perjury and other remedies available to the Town of Enfield, the undersigned certifies this proposal is submitted without collusion and all responses are true and accurate. If awarded this proposal it is agreed this forms a contractual obligation to provide services at fees specified in this Proposal Form, subject to and in accordance with all instructions, proposal and contract documents, including any addenda, which are all made part of this proposal.

Signature of Authorized Person	Date	
Printed Name of Authorized Person		
Company Title of Authorized Person		
Name of Company		
Address of Company		
Address of Company		
City, State, and Zip Code		
Telephone Number	Facsimile Number	e-mail address

**TOWN OF ENFIELD, CONNECTICUT
PROPOSAL FORM**

SALE OF SEIZED VEHICLES

Please enter the amount in figures in the blank to the right of the items for which you wish to make a proposal.

The Town reserves the right to sell items separately or together depending on the proposals received. Each vehicle is sold as-is with no warranty of any kind as to its working condition.

ITEMS

PROPOSAL AMOUNT

- | | |
|--|----------|
| 1. 2008 Hummer H3
VIN: 5GTEN13L988124115
Mileage: Unknown
Title: No, court document signed by the judge | \$ _____ |
| 2. 1994 Acura Integra
VIN: JH4DC4349RS045369
(No keys for this vehicle)
Mileage: Unknown
Title: Yes | \$ _____ |

TOTAL PROPOSAL: \$ _____

END OF PROPOSAL FORM